

## **I-Billing for Child Care**

### **Step-By-Step Instructions for Providers**

### **Michigan Department of Education**

These step-by-step instructions explain how to use the I-Billing system to bill for children receiving Child Development and Care (CDC) assistance.

#### **STEP 1**

Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare). On the left-hand side of the screen click on “*Provider Resources*” then “*Provider Billing and Payments*”.

#### **STEP 2**

Click on the link “*Send Billing Form over the Internet*” under *Billing Resources*.

#### **STEP 3**

Click on the “*Login to I-Billing*” link. When you enter the system, you will see the CDC Provider log-in screen.

Enter your seven-digit Provider ID number and PIN.

**NOTE:** A PIN reset process (Forgot PIN) is available in the I-Billing system. You will be asked to complete a set of security questions after accessing the online CDC system your first time. You must select three security questions from the list of choices and enter a response for each. You will also have the option to enter your email address where a future PIN request can be sent; otherwise your PIN will be mailed to the address on file.

#### **STEP 4**

After you log in, you will be directed to the Main Menu. Select the pay period you would like to bill for then click the “*Work on Billing Invoice*” button.

#### **STEP 5**

Enter the child care billing hours for each child. You will enter both regular child care hours and ill/holiday child care hours.

Round each care begin time and care end time to the nearest half hour to get the total daily child care hours.

If the minutes in the care begin/end time are between 1-15, drop them. For example, for a care begin time of 8:15 a.m., enter 8:00 a.m.

If the minutes in the care begin/end time are between 16-45, round to X:30. For example, for a care end time of 4:45 p.m., enter 4:30 p.m.

If the minutes in the care begin/end time are between 45-59, round to the next full hour. For example, for a care begin time of 7:52 a.m., enter 8:00 a.m.

Skip the day if you have zero hours of care.

**NOTE:** Ill/holiday hours are limited to 208 hours per child per fiscal year. Any ill/holiday hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1 and ends September 30.

## STEP 6

If you provided care for more children than listed on the first page, click the “Next” button under the last child listed on the current page.

**NOTE:** If a child is not listed, that child has not been authorized. If you have deselected a child, you may have to reselect the child (in Add/Remove Child) in order for the child to be listed on your billing invoice.

## STEP 7

You may choose to “Save and Continue Working” or “Save and Return to Menu.” If you choose to “Save and Continue Working,” your work will be saved, but it will not be submitted. You will remain on the current page in the I-Billing system. If you choose to “Save and Return to Menu” your work will be saved, but it will not be submitted. You can go back and finish at a later time.

**NOTE:** You must keep complete and accurate records of daily attendance for all state-funded children in your care. Your records must show the daily care begin and end time for each child. You must retain these attendance records for four years from the date of care for auditing purposes. You may access the *CDC Daily Time and Attendance Record, DHS-1546*, at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

## STEP 8

When you have entered all of your billing information, you must check the “I Certify That” box located at the bottom of the billing screen. After you have checked the Certify box, click on the “Submit to MDE” button. You must be on the last page of your billing in order to submit your hours.

## STEP 9

A completed invoice (PDF file) will appear that you may print for your records. This invoice does not replace your completed Time and Attendance Records that you must retain for four years. To close the PDF file, click the “X” in the upper right-hand corner of the screen. You will then be directed to the I-Billing Main Menu where you can log out of the system.

## STEP 10

To successfully log out, you must click the “Exit” button located at the bottom right of the main page. Do not use the red close X at the top of your browser or you will not log off successfully.

**NOTE:** If you have questions about I-Billing, you may view our I-Billing Web tutorial located at: [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

For help with I-Billing, you may speak to someone on weekdays, except holidays,  
by calling: 1-866-990-3227  
Monday through Friday – 7:30 a.m. – 5:00 p.m.